



Issue 2023-7

Central Office Corner P.2

Rule of the Month P.6

Licensee Partnership
Interview P.7

TECH CORNER

Child Care Hub Information Records Portal (CCHIRP) Resources for Providers

The Child Care Licensing Bureau is excited to share CCHIRP with Michigan's child care providers. The CCHIRP portal will allow child care providers to apply for a license, renew a license, request a modification, report an incident, view reports, complete corrective action plans, notify your consultant of temporary closures, and request to have a license permanently closed.

To get started, licensees and licensee designees should watch the "[MI Login Account Creation and Adding CCHIRP](#)" video. Facilities that had a license or an application submitted to CCLB prior to the launch of CCHIRP would have received a PIN letter. The PIN is required to link the facility with the licensee or licensee designee. If a PIN letter was not received, the licensee or licensee designee should reach out to their licensing consultant. After logging into CCHIRP, individuals can utilize the "[Navigation: Provider Portal Quick Reference Guide](#)" for tips and tricks on how to navigate the portal.

Once logged into CCHIRP, there are several resources available for licensees and licensee designees. Under the "Getting Started" section, individuals will find resources on how to begin using CCHIRP including quick guides and videos on how to:

- Navigate the portal. [video guide](#)
- Apply for a new license. [video guide](#)
- Renew your existing license. [video guide](#)

After learning the basics of CCHIRP, the resources under "Ongoing Resources" can help individuals with other functions such as submitting a corrective action plan (CAP). The resources available in this section include quick guides and videos on how to:

- Report an incident report. [video guide](#)
- Request a modification. [video guide](#)
- Manage CCHIRP email messages. [guide](#)
- Submit a corrective action plan (CAP). [video guide](#)
- Request your license be closed. [video guide](#)
- View a special investigation. [video guide](#)
- Notify the department of temporary closures. [video guide](#)
- Upload documents into the portal. [guide](#)

For more information on CCHIRP, visit the Child Care Licensing Bureau's [CCHIRP web page](#).

Child Care Hub Information Records Portal (CCHIRP) Resources for the Public

In addition to having a portal for child care providers, CCHIRP also has a public portal. From the public portal, individuals can search for licensed child care facilities, review reports and information on each facility, and file complaints. The [public portal](#) is available on the Child Care Licensing Bureau's [website](#). The following resources are available for the general public include quick guides and videos on how to:

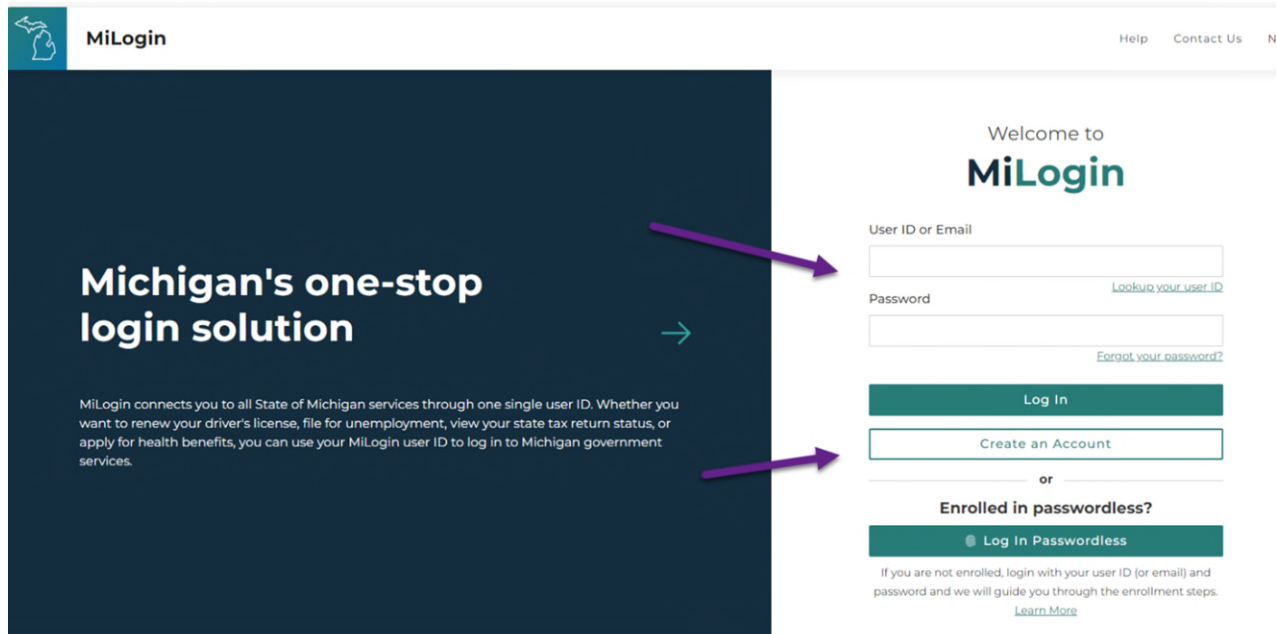
- Navigate the public portal. [video guide](#)
- Search for licensed child care facilities, view general information on their services, and review reports. [video guide](#)
- File a complaint. [video guide](#)

CENTRAL OFFICE CORNER

CCHIRP - Authorizing a Facility

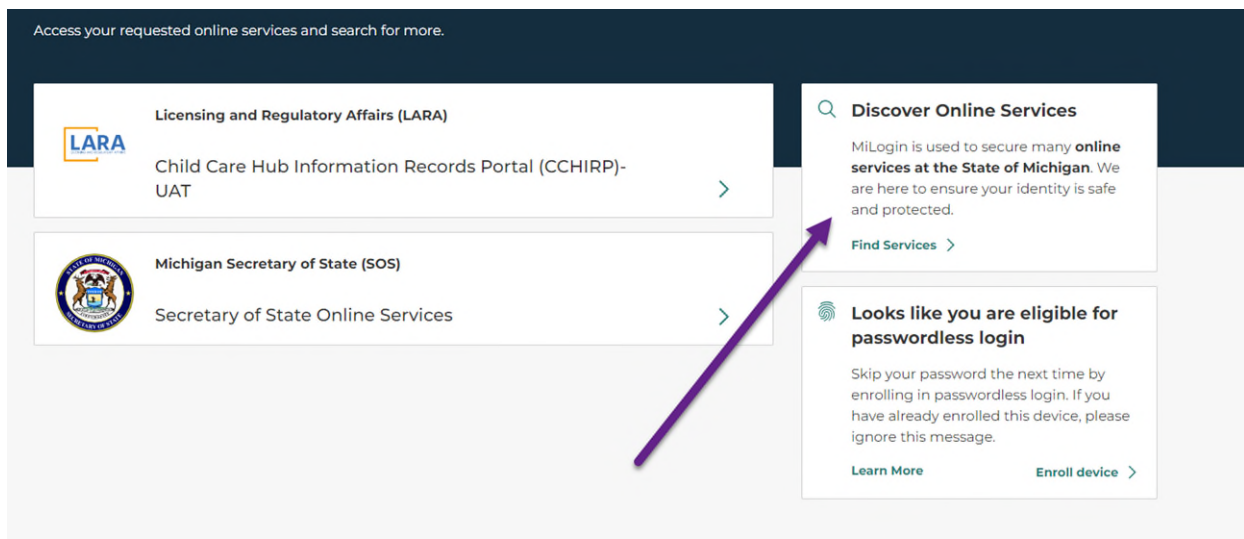
The new CCHIRP system will be used for all things child care licensing. You will need to use your MiLogin account to access CCHIRP, and the steps below will help you get started. You will also need to authorize your facility or facilities, if you have more than one. This will be completed with the PIN number(s) you were sent from the Child Care Licensing Bureau, as well as your license number(s).

Go to MiLogin. If you have an account, enter your user ID/email and password (top purple arrow). If you do not have an account, create an account (bottom purple arrow)



The screenshot shows the MiLogin website. On the left, a dark blue banner reads "Michigan's one-stop login solution" and describes how MiLogin connects users to various state services. On the right, the login interface includes fields for "User ID or Email" and "Password", with links for "Forgot your user ID" and "Forgot your password?". Below these are buttons for "Log In" and "Create an Account". A secondary section asks if the user is "Enrolled in passwordless?" with a "Log In Passwordless" button. A purple arrow points from the "Create an Account" button on the banner to the "Create an Account" button on the login form. Another purple arrow points from the "Log In" button on the banner to the "Log In" button on the login form.

Once logged in, if you do not have the Child Care Hub Information Records Portal, click "find services" in the "Discover Online Services box."



The screenshot shows the MiLogin dashboard. On the left, there are two service tiles: "Licensing and Regulatory Affairs (LARA) Child Care Hub Information Records Portal (CCHIRP)-UAT" and "Michigan Secretary of State (SOS) Secretary of State Online Services". On the right, there is a "Discover Online Services" box with a search icon, a message about MiLogin security, and a "Find Services" link. Below this is a notification box stating "Looks like you are eligible for passwordless login" with "Learn More" and "Enroll device" links. A purple arrow points from the "Find Services" link in the "Discover Online Services" box to the "Child Care Hub Information Records Portal (CCHIRP)-UAT" tile.

Find and check Licensing and Regulatory Affairs (LARA).

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

Search

Filter by Departments

- ☐ **All Departments**
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)
- ☐ Department of Technology, Management and Budget (DTMB)
- ☒ Licensing and Regulatory Affairs (LARA)
- ☐ Michigan Civil Service Commission (MCSC)
- ☐ Michigan Department of Agriculture & Rural Development (MDARD)
- ☐ Michigan Department of Corrections (MDOC)
- ☐ Michigan Department of Education (MDE)
- ☐ Michigan Department of Environment



Search for a specific service or discover more by filtering the department



You will get a page SIMILAR to this. Choose Child Care Hub Information Records Portal or CCHIRP

Filter by Departments

- ☐ All Departments
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)
- ☐ Department of Technology, Management and Budget (DTMB)
- ☒ Licensing and Regulatory Affairs (LARA)
- ☐ Michigan Civil Service Commission (MCSC)
- ☐ Michigan Department of Agriculture & Rural Development (MDARD)
- ☐ Michigan Department of Corrections (MDOC)
- ☐ Michigan Department of Education (MDE)
- ☐ Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- ☐ Michigan Department of Health & Human Services (MDHHS)
- ☐ Michigan Department of Military and Veterans Affairs (DMVA)



LARA Licensing and Regulatory Affairs (LARA)



Alcohol Information Management System (AIMS) QA

The Alcohol Information Management System (AIMS) application allows the Michigan Liquor Control Commission to manage workflow related to the Licensing, Enforcement, Finance, Insurance, Renewal, and Hearing and Appeals processes. This application maintains all MLCC licensing information and allows for reporting, document creation, and automatic processes.



Alcohol Information Management System (AIMS) SIT

The Alcohol Information Management System (AIMS) SIT application allows the Michigan Liquor Control Commission to manage workflow related to the Licensing, Enforcement, Finance, Insurance, Renewal, and Hearing and Appeals processes. This application maintains all MLCC licensing information and allows for reporting, document creation, and automatic processes.



Alcohol Information Management System (AIMS) UAT

The Alcohol Information Management System (AIMS) UAT application allows the Michigan Liquor Control Commission to manage workflow related to the Licensing, Enforcement, Finance, Insurance, Renewal, and Hearing and Appeals processes. This application maintains all MLCC licensing information and allows for reporting, document creation, and automatic processes.



CCHIRP-SIT

Child Care Hub Information Records Portal (CCHIRP), will be used by licensed child care providers, and community partners to apply for Childcare licenses. The new system will also include a provider portal to allow licensees to submit documentation required for licensure and renewals. The bureau licenses three types of child care licenses: Family Home (child care for up to 6 unrelated children in a private residence), Group Home (child care for 7 to 12 unrelated children in a private residence), and Child Care Centers (child care not located in private residence)



You should then get a terms and conditions to add service.

Child Care Hub Information Records Portal (CCHIRP), will be used by licensed child care providers, and community partners to apply for Childcare licenses. The new system will also include a provider portal to allow licensees to submit documentation required for licensure and renewals. The bureau licenses three types of child care licenses: Family Home (child care for up to 6 unrelated children in a private residence), Group Home (child care for 7 to 12 unrelated children in a private residence), and Child Care Centers (child care not located in private residence)

Please accept the Terms and Conditions to continue:

Terms & Conditions


You are accessing a U.S. State Government information system. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of the information system indicates consent to monitoring and recording.

☐ I agree to the Terms & Conditions

Add Service



Now you are at the CCHIRP home page. You will click, “Facility Details”. Then Authorize a Facility.




YOUR CHILD CARE HUB
CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

HomeApply/ModifyFacility DetailsMy ApplicationsIncidents/InvestigationsReports

Child Care Providers, welcome to your new online State of Michigan Child Care Licensing System, which simplifies the way you manage your license and communicate with us. Whether you're just getting started or are a seasoned Child Care Provider, we have helpful tools to help you secure, maintain, and manage your license. We're here to support you every step of the way!


GETTING STARTED

Here are some resources to get your Child Care Provider journey underway.




Navigating the Portal

Quick GuideVideo



Applying for a New License

Quick GuideVideo




Modify or Renew an Existing License

Quick GuideVideo

ONGOING RESOURCES

Once you become a licensed Child Care provider, it's easy to maintain your license. Hover over each section below to reveal some tools to help along the way.

Read the information and click NEXT:



YOUR CHILD CARE HUB
CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

HomeApply/ModifyFacility DetailsMy ApplicationsIncidents/InvestigationsReports

Authorize a Facility

As a Child Care License Portal User, you are able to link a Child Care Facility you are authorized on to your account. You would be authorized to access a Child Care facility if you are a current Licensee, Licensee Designee, Program Director or Central Administrator.

If you are authorized on an child care facility, you will need to have the PIN that was sent to you available to confirm access. If you need to be authorized on a child care facility and have not received a PIN, please contact larscib-help@michigan.gov or call us at (517) 284-9730.

Next

Add License number and click NEXT.



YOUR CHILD CARE HUB
CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

Home Apply/Modify Facility Details My Applications Incidents/Investigations Reports

Facility Search

* License Number

Previous Next

If the correct facility information populates, click NEXT. Then add PIN and click NEXT.



YOUR CHILD CARE HUB
CHILD CARE HUB INFORMATION RECORDS PORTAL (CCHIRP)

Home Apply/Modify Facility Details My Applications Incidents/Investigations Reports

Facility Authorization

Facility PIN

Previous Next

Note: If you have multiple facilities you will have to authorize each facility with the pin designated for that specific facility.





Highlighted Rule of the Month – Licensee Responsibilities

HOME RULES

R400.1903 Licensee Responsibilities

(g) Report to the department within, 3 business days, any changes in the household composition or when any new or existing member of the household or child care personnel has any of the following:

- (i) An arrest.
- (ii) A conviction.
- (iii) An arraignment for an offense that if convicted would lead to that individual's ineligibility to be connected with a child care home.
- (iv) Is being investigated by the state department of health and human services for an allegation of child abuse or neglect.
- (v) Is under court supervised parole or probation. (vi) Has been admitted to, or released from, a correctional facility.
- (vii) Has been admitted to or released from a health facility or agency that was providing mental health or substance use disorder treatment services to the individual
- (h) The report required in subdivision (g) of this subrule shall be made using the department's form named Notification of Changes in Status – Family and Group Child Care Homes, which is labeled BCAL-1485.
- (i) Notify personnel of their duty to report to the licensee any actions listed in this rule.

TECHNICAL ASSISTANCE

Subrule (g) of this rule requires the licensee to report to the department within three business days any changes in the household composition or when any new or existing member of the household has any of the occurrences listed in subrule(g)(i)-(vii) The form, BCAL-1485, is located in the forms section of our website.

The Child Care Organizations Act (1973 PA 116) requires that the licensee report to the department within three business days after he/she, an adult household member or any personnel has been arraigned. A person who fails to report as required is guilty of a felony or a misdemeanor, depending on the offense. Arraignment is when an individual is formally charged and appears in a court of law and enters a plea.

Any individual, who resides or stays in the home on an intermittent or short-term basis, is considered part of the child care home family. This includes college students that move back home during the summer months. All foster children placed in the home are considered part of the child care home family.

It is the licensee's responsibility to ensure all employees are aware of their requirement to report an arraignment to the licensee.

[Licensing Rules Technical Assistance \(michigan.gov\)](https://www.michigan.gov/licensing/rules-technical-assistance)

CENTER RULES

R 400.8110 Applicant; licensee; licensee designee; requirements

(9) Within 5 business days, the licensee shall notify the department of the separation of a licensee designee, program director, or a central administrator approved pursuant to R 400.8113(16), and a plan for replacement of the individual.

CHILD CARE LICENSING BUREAU AND LICENSEE PARTNERSHIPS

Licensing consultants and licensees partner together to ensure programs and facilities meet state requirements and provide children in care a safe environment and enriching programming. There are times when the licensing consultant and licensee need to work closely together on a tough issue to create a positive outcome. MCCM will highlight one of these partnerships in each issue by sharing an interview between licensing and a licensee.

Below is an interview between licensing consultant Jeannie Ellis from the Gaylord Region and licensee designee Jennifer Wilson from Scribbles and Giggles Day Care Center in Alpena. This interview highlights the assistance Jeannie provided to Jennifer to help her go from a home child care to opening a child care center.

Jackie Sharkey (LARA)

Jennifer, tell me about your home child care and how Jeannie helped you open a center.

Jennifer Wilson

While I had my home child care, I knew that I wanted to get into more of a center atmosphere. I actually started working on the policies prior to getting a building because I knew that was a huge thing that you have to work on. I honestly had a lot of my policies done before I contacted Jeannie. I wanted my ducks in a row because it's a lot to do and I wanted to make sure I wasn't wasting time.

I didn't want to say, hey, come help me with this to Jeannie, so I made sure I had at least the majority of it done. I am glad that I did contact Jeannie, though, because then we were able to go through stuff that I wasn't able to understand and how to set up rooms, so that was really helpful.

Jackie Sharkey (LARA)

Jeannie was your consultant at your home, also?

Jennifer Wilson

Yes, and it's always been a very good working relationship. I know that there are no gray areas with her, which is good. She's there to do a job, and that's what I even tell my staff. It's either black or white. You either do what you need to do, or we need to figure out how to do this the correct way, because it's black and white.

Jackie Sharkey (LARA)

Once you contacted Jeannie, how was she helping you? It sounds like you ran into some snags with staffing.

Jennifer Wilson

Yep, I had a few staff to start out. I had a few that were going to come over and do this with me and then they ended up last minute not wanting to. I actually had a staff member that worked with me for years. It was really good, and she had all of her stuff done and then boom, down a lead caregiver.

I had to do a variance, which the variances were kind of confusing to me because I had all the paperwork there and ready to go, but I didn't realize you have to turn that in and that has to get approved. So that was a little hold up.

Jeannie Ellis (LARA)

We came up with some interesting ways of solving it, too. What we did was we did a lot of tweaking of the age ranges for the different rooms.

Jennifer knew what her ideal plan was, so we made a skeleton of what her ideal plan was, and then we did other plans, tweaking it for what she had so that we could get her open and operating while we were waiting for some variances for newer staff that were coming to the center.

We approved the spaces for what she was going to need at the time. Then I also added in a spot underneath the approved use spaces in the report to show additional spaces that will be approved later with a modification.

Once we had those variances approved, and they came in two different times, I think we did two modifications since.

We were able to get it done and did all the work up front so that we had the rooms and the ages and the things that we were going to switch later. Once Jennifer had the new staff variances, I already had all the information, so I could just do the modification and addendum quickly and easily for her. It was just switching age ranges in rooms and moving lead caregivers to different rooms to make it work while she waited for some additional variances.

Staffing is hard everywhere but up here it's especially hard because we just we don't have the access to the education that they need. We are so far removed from colleges or universities that have the credits that they need. It's tough.

Jennifer Wilson

Everything's online.

Jeannie Ellis (LARA)

I think we had it, and now it is all online and we have a lot of people that don't do a lot of stuff on computers up here. Even our schools didn't really do much with computers with the kids until just four or five years ago. So, we're a little behind up here, but we're working on it. Prior to COVID, we really didn't have a lot for our students up here.

Jackie Sharkey (LARA)

How did you go about finding staff, even to get the variances?

Jennifer Wilson

Luckily, I was born and raised here, so I do know a lot of people. Some of my staff are children of people I grew up with. When they had messaged me, I said, "I know you have kids, and you will really do good at this". And then as I was doing interviews, I would meet people that had worked in the school system before. I have one staff that worked with autistic children, so I knew exactly where to put her since she already had that experience. That made it easy for a few of my staff, but some of them I have had to train.

I'm director, but I am still out there on the floor with the staff because I want to make sure that this is what and how it is. I think that, if they are not familiar with kids, they have to learn approach and how to really interact with these kids. So, I'm on the floor a lot to make sure that it's running smoothly. I feel like I'm running all over.

The staff are willing to go back to school, too, to take those courses to fully qualify.

My daughter has been doing this with me for a long time, too. I think she's one who will go back to college and actually go through and do it, because eventually I would like to step down and say, OK, well, you can run it for me. That would be nice. Maybe I could take a day off because right now I don't know what a day off is.

Jackie Sharkey (LARA)

How many rooms do you have right now?

Jennifer Wilson

We have six open rooms right now.

At the beginning we had four rooms, when we were waiting for the variances. Then we opened two rooms and then I did another modification of different ages because I saw more of a different need. It wasn't too much of a change, but it was for birth to 2 ½. I tweaked those rooms around a little bit because that is where the need is here. It helped more people.

Jackie Sharkey (LARA)

Are the six rooms your goal?

While I was getting the center started, we did converse a lot about it, when I needed. If I had a question, I would just send her a text or call her and say, "Hey, Jeannie, what about this?" We would just figure it out. I'd rather call her and have a question then wait until she comes in and she says something isn't right. – Jennifer Wilson, Licensee Designee

Jennifer Wilson

Yes, six. I don't think I could get another room in here.

Jeannie Ellis (LARA)

And Jennifer is our one provider who has some extended hours. We had only two home providers that had hours after 6:00 PM and then the one stopped. So, we were down to just one. It's nice to have a center that can serve more children with later hours, too.

Jennifer Wilson

Well, the hardest part for me is so many people still don't realize that it's there and it's an option. I've advertised, and I think if people are not on Facebook, that's where a lot of my advertising is because it gets shared, they're not seeing it, and then they don't know.

Jeannie Ellis (LARA)

You might want to reach out to the Department of Health and Human Services office because they're always asking, so let them know.

Jennifer Wilson

Yes, they are now starting to refer children to me, and Alcona Health Center, also has an outreach program. So, they're starting to refer people over here, which is nice.

There are a few more agencies I'd like to touch base with, like maybe Child and Family Services to see if they can put out a flyer for people to know that this is available.

Jackie Sharkey (LARA)

Jeannie, when you were the consultant for Jennifer's home, is the center something that you both talked about?

Jeannie Ellis (LARA)

Jennifer had said several different times that she was interested in a center. That was her goal to eventually open a center, and I knew she was looking for locations. That was the biggest hold up for her; she was trying to find the right location.

This one ended up being the center since the previous owner here closed. So, then it was available, which was good because I don't think you found any other locations before this. We are really limited.

Jennifer Wilson

I would find a building and think it would work. Then I would see that it would be a lot of work. If I could have found a shell, that would have been better than having to redo the entire place. I found a shell once, but it used to be a boat type place and then I thought of all the oil and stuff and said I can't do that either.

Jackie Sharkey (LARA)

Did the center before have the later hours?

Jeannie Ellis (LARA)

No, they did not.

Jennifer Wilson

I want to say they were 7:00 AM to 6:00 PM.

Jeannie Ellis (LARA)

Yeah, they were.

Jennifer Wilson

I don't go home.

Jackie Sharkey (LARA)

Was that always your goal to have those later hours?

Jennifer Wilson

Yeah, I was one of the two that did afternoons, and you would be surprised; everybody knew that I did that. So, my afternoons were sometimes busier than my days because there is such a need, and I was in town. I want to say, if I'm not mistaken, the other one that did afternoons was out of town, a little bit. So, mine was more local.

One of the things that is good for mine is that they can take the public transportation to the center after school. Even the public transportation, like for school transportation, they added two schools that they are providing transportation for, so that's helped, too. They do it before school and after school.

Jackie Sharkey (LARA)

Tell me about your working relationship and how that has been beneficial.

Jeannie Ellis (LARA)

Well, from the very beginning, Jennifer has always been very receptive to complying with the rules. I'm very fair and transparent across the board. I don't do anything subjectively. It's always, this is the rule. This is how it has to be enforced and it's like that for everybody. Jennifer has never had an issue with that.

There might be something that she doesn't necessarily agree with from time to time, but we just talk it out, and I explain that I understand it doesn't make sense for her, but we have to do everything fair across the board for everybody. The rule is enforced the same way for you as it is enforced for other people, and she's never had an issue with that.

She's always worked with complying with whatever the requirements are, and I think she works really, hard at trying to make sure that she understands the rules well enough before they're an issue. So, I think Jennifer has a good handle on understanding that a rule violation isn't anything personal. It's not a bad thing. It's just a reminder of what we need to correct.

Jennifer Wilson

I completely agree with that. I don't want violations on my record, but then you just have to step back and understand it's not a bad thing. It's just something saying you need to change, which is hard to deal with at first because you believe everything is good. Then you know you just need to tweak this a little bit and just work through it.

I can say that my relationship with Jeannie, I really appreciate even more now, because in a home setting I feel like it was hard when I still had to care for the kids. I was still doing everything, so it was hard to actually have that communication because we're talking about stuff and at the same time, I'm caring for the kids. I was running here and doing that, whereas here at the center we can actually have a conversation.

While I was getting the center started, we did converse a lot about it, when I needed. If I had a question, I would just send her a text or call her and say, "Hey, Jeannie, what about this?" We would just figure it out. I'd rather call her and have a question then wait until she comes in and she says something isn't right.

Jeannie Ellis (LARA)

And I always, I always try to make sure that I'm very readily available for my providers.

So, they call, they text, they email, and I always make sure that I'm responding as quickly as possible. I'll even respond at night because I know when they're asking a question, it's because they are looking for the answer and I want to try to give it to them as soon as possible.

Jennifer Wilson

Jeannie knows the need in this area as well, and if she has that moment to be able to come and take care of something rather than have that additionally on her plate, she is quick to do it.

Jackie Sharkey (LARA)

What a great working relationship you have. Thank you so much for being here to talk about going from a child care home to a center. I really appreciate you taking the time to tell me about the work you have done together.

Jeannie Ellis (LARA)

Thank you!

Jennifer Wilson

Thank you. I appreciate it!

Get to Know Us

Get to know the staff with a question each month. What was your first introduction to computers?



Shelly Gleed -South Central Region

- Mr. Mollitor's computer class in 9th grade! It was a huge cream-colored monitor. I had typing class with a typewriter in 8th grade! Those were pretty big too.



Linda Pavlovski – Flint/Macomb Region

- My first introduction to really learning about computers must have been when I had my first computer class in high school around 1992. Prior to that was the computers that were made available in libraries during my elementary years.



Roxanne Duckworth- Southwest Region

- Well, this kind of ages me, but my first introduction to computers was in elementary school. There was a program called "PAWS" that taught you how to use the home keys to type and it would measure your typing speed and accuracy. We used to have computer time every day where we would have to use the program and type paragraphs. Computers were a part of my life from then on through school, college, and work for everything.



Jeannie Ellis – Northeastern/UP Region

- Computer class in 8th grade. The next experience with computers was the computer lab at MSU during college. I didn't get my first computer until I graduated from college.



Renee' Erve – Pontiac Region

- I was first introduced to computers my freshman year of college. I struggled that first year in computer classes. My high school did not have computer classes available for us to have the exposure. My best friend and college roommate went to private school and was great with computers. She struggled in writing English papers so we both helped one another out to get through the year. Computers are still my worst enemy, but once I learn the systems needed, I eventually succeed.



Essence Hickman – Wayne Region

- When I was in High School.



Don Vita – Northwest Region

- My first introduction to computers was in high school.